10. Organizations

10.1 Summary

The Organizations screen (Figure 10.1) is available only to Super Users. (See Preface for an explanation of user privileges.) Authorized users can use this screen to update the list of organizations by changing existing information, adding new organizations and deleting old ones.

To open the Organizations screen, select Organizations from the drop-down list of Administration options.

10.2 Organizations Screen

Figure 10.1 Organizations Screen
(Numbers in data boxes refer to section numbers.)

10.2.1 Organizations Screen Fields

10.2.1.1 Code

Enter the code (up to 5 alpha characters) which represents an organization.

10.2.1.2 Name

Enter the descriptive name (8—50 alpha characters) which is associated with the organization code. You must enter at least 8 characters.

10.2.1.3 District

Select the district in which the specified Organization resides from the District drop-down list. To view this list, click on the down arrow on the right side of the District box. To select the District, click on it. The choices are Defense Contract Management Center East and Defense Contract Management Center West.

10.2.1.4 Type of Organization

Select the organization type from the Type of Organization drop-down list. To view this list, click on the down arrow on the right side of the Type of Organization box. To select the type, click on it. The two choices in the list are Resident (formerly DPRO) and Non Resident (formerly DCMAO).

10.3 Adding New Organizations

To add a new organization, click the **Insert** button (or click the New icon or select New from the drop-down list of File options. When you do, the screen will display all blank fields and place the cursor in the Code data box. Enter your information. After you enter all the information, click the Save icon or select Save from the drop-down list of Edit options. A pop-up message (Figure 10.7) will tell you that the save was successful.

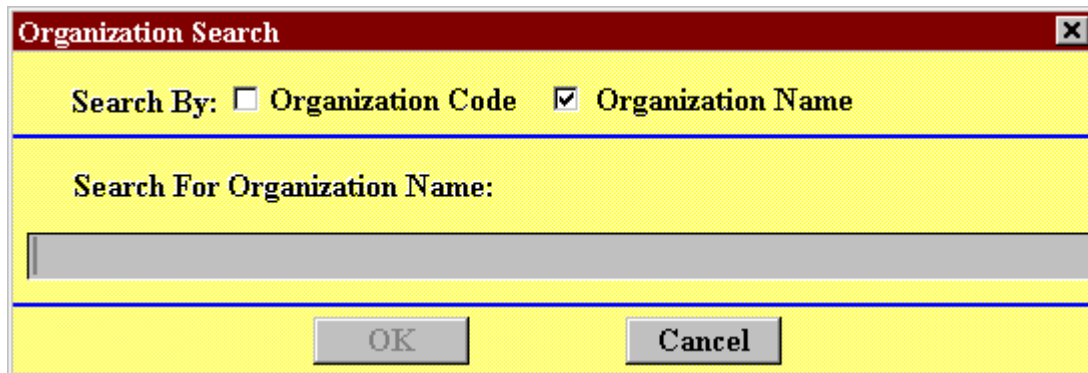**Figure 10.2 Successful Save Pop-Up Message**

10.4 Editing Organization Information

To change (or view) information about an organization, you must first display that organization's existing data. There are two ways to locate and display the desired organization.

  1) Use the previous/next arrows (See Figure 10.1) to page through the list of existing organizations until you find the one you want.
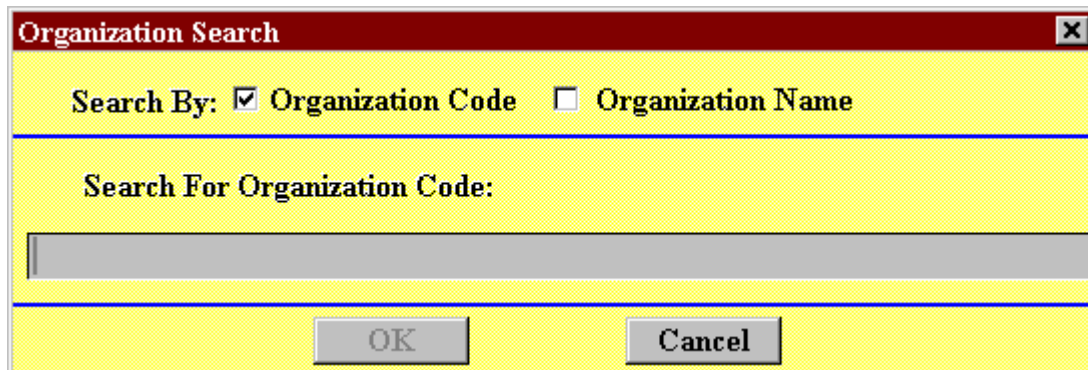
2) Use the search command by clicking the **Search** button near the bottom of the screen.

When you click **Search**, a pop-up Search window (Figure 10.3) appears on your monitor. The window is set up to search for a particular Organization Name. If you want to search for an Organization name, type in the name (at least the first three letters) that you want. After you enter the name, click **OK**. The system displays information about that organization.

Figure 10.3 Organizations Search Pop-Up Window

If you want to search for an Organization Code, click in the check box in front of the Organization Code option. When you do, the text in the window changes (Figure 10.4) to reflect your choice, and the cursor appears in the data box. Type in the Organization Code that you want, and then click on **OK**. The system displays information about that organization.


Figure 10.4 Search by Organization Code Window

To edit the displayed information, select the data box which has the information you want to edit. You can select the box by clicking in it or tabbing to it. The information in the box becomes highlighted when it is selected.

If you start typing in the Name data box while its information is highlighted, all of the highlighted information is deleted and replaced with what you type in. (To edit only a portion of the text, click on the highlighted text. This will "unhighlight" it and place the cursor where

you clicked.) To change the District or the Type of Organization, click on another selection in its drop-down list of choices.

If no matching record is found, a message window (Figure 10.5) pops up on your monitor. Because a matching record was not found, this window gives you the option of adding the information you entered into a new record. If you click **Yes**, the pop-up window disappears, and the information you entered appears in the appropriate data box on the Organizations screen. Proceed to enter the remaining information, and save the record as explained in Section (10.3). If you click **No**, the pop-up window is replaced by the Organizations Search window. You can use this window to Search, or you can close the window by clicking **Cancel**.
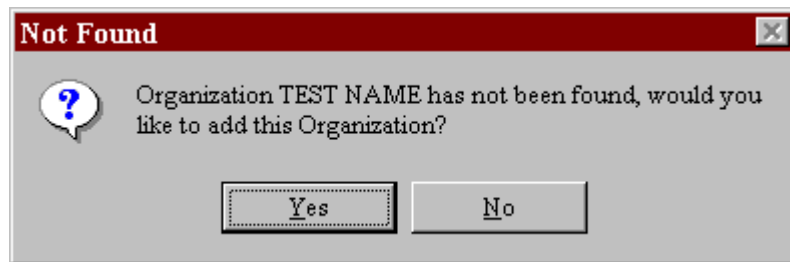
Figure 10.5 Data Not Found Pop-Up Message

10.5 Deleting an Organization

In order to delete (or view) an organization, you must first display that organization and its related information on the screen. You use the same method to display an organization that you want to delete as you do to display an organization to edit. (See Section 10.4.) Once the organization you want to delete is displayed on the screen, select the Delete icon or select Delete from the drop-down list of Edit options. The Delete confirmation window shown in (Figure 10.6) will pop up on your monitor. Click **YES** to continue the deletion process, or click **No** to call off your request.
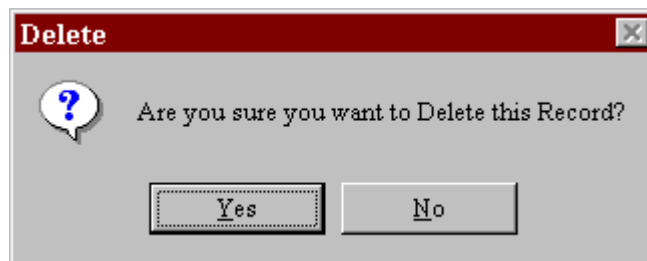
Figure 10.6 Deletion Confirmation Pop-Up Window

If you click **YES**, the system evaluates the record displayed to determine whether or not the code was stored in any other Process Improvement record. If the code was not used, the system will go ahead and delete it, and then display a message (Figure 10.7) that "The record was successfully deleted."

Figure 10.7 Successful Deletion Pop-Up Message

If the code was used elsewhere, the system displays a message (Figure 10.8) that the record cannot be deleted. Click **OK** to make this window disappear.

Figure 10.8 Error Message

Click **OK**. When you do, the following message (Figure 10.9) pops up on your monitor. Click **OK** to make it disappear.

Figure 10.9 Cannot Delete Pop-Up Message